

Please complete this form & email to advertising@ustcham.com.hk

CONTACT DETAILS (As per invoice requirements)

COMPANY NAME		
CONTACT NAME		
ADDRESS		
TELEPHONE		EMAIL

EDM ADVERTISEMENT DETAILS

SUBJECT LINE:		
ARTWORK SPECIFICATION & REQUIREMENT	<input type="checkbox"/> 1 x JPEG or PNG	- Dimensions: 700px (w) x 1054px (h) - Quality: 72ppi minimum
	OR: <input type="checkbox"/> Multiple JPEG or PNG Design service required	- Required if multiple URL links are desired - Client must supply company logo, brand guidelines and EDM content/components such as copy, specific images and design brief
TYPE	<input type="checkbox"/> Product offer <input type="checkbox"/> Event <input type="checkbox"/> Service offer <input type="checkbox"/> Brand <input type="checkbox"/> Other: _____	
BRIEF DESCRIPTION OF CONTENT	Copy summary and landing page URL(s):	
DATE(S) OF RELEASE*		

* Release on Public holidays or weekends will incur an additional \$1,000 service charge.
Express service within 7 business days notice will incur an additional \$1,000 service charge.

BOOKING OPTIONS & RATES (To select, tick/click the box beside all that apply. All rates shown in HK dollars)

MEMBER	NON MEMBER	ADDITIONAL
eDM ADVERTISEMENT (Full artwork supplied by client) <ul style="list-style-type: none"> <input type="checkbox"/> 1 eDM \$6,500 <input type="checkbox"/> 3eDMs \$17,500 <input type="checkbox"/> 6 eDMs \$34,700 <input type="checkbox"/> Other quantity: _____ eDMs QuantityX\$6,500: \$ _____ <input type="checkbox"/> +\$2,500 Design Service per ad* 	eDM ADVERTISEMENT (Full artwork supplied by client) <ul style="list-style-type: none"> <input type="checkbox"/> 1 eDM \$9,500 <input type="checkbox"/> 3eDMs \$25,650 <input type="checkbox"/> 6 eDMs \$51,300 Other quantity: _____ eDMs QuantityX\$9,500: \$ _____ <input type="checkbox"/> +\$3,500 Design Service per ad* 	<input type="checkbox"/> +\$1,000 Public holiday or weekend booking <input type="checkbox"/> +\$1,000 Express Service

*Should the identical artwork for an advertisement be used for additional releases, the Design Service fee will not be charged again.

TOTAL AMOUNT HK\$:	
INVOICE REQUIRED	<input type="checkbox"/> YES <input type="checkbox"/> NO

SELECT PAYMENT OPTION

<input type="checkbox"/>	BANK TRANSFER *All bank charges to be borne by payee	Payment of HK\$ _____ to be made via bank transfer to: Bank: The HongKong and Shanghai Banking Corporation Limited Bank Address: 1 Queen's Road, Central, Hong Kong Account Name: The Australian Chamber of Commerce in Hong Kong Account Number: 848-283719-001 Bank SWIFT Code: HSBCHKHCHKH
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<input type="checkbox"/>	CHEQUE	Payment of HK\$ _____ cheque enclosed, payable to The Australian Chamber of Commerce in Hong Kong
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<input type="checkbox"/>	CREDIT CARD *4% credit surcharge will be charged for credit card payments over HKD20,000	Payment of HK\$ _____ will be debited from the below credit card: Please tick: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX Card number: _____ Expiry date: __ / __ Cardholder's name (as shown on credit card): _____ Cardholder's signature: _____
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<input type="checkbox"/>	REQUEST ONLINE PAYMENT LINK	Select this option to pay securely online via Stripe with Mastercard, VISA or AMEX. AustCham HK will send you a link to pay the nominated invoice amount.
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By signing this booking form, you agree that:

1. AustCham reserves the right to refuse any advertisement and will not be responsible for any errors in advertisements.
2. AustCham will confirm advertisement booking and release date upon receipt of this signed contract and material.
3. Full payment must be received within seven days of receipt of invoice or a late payment surcharge of 2% is applied.
4. If cancelled, signed bookings are nonrefundable however, may be postponed to a later release date at AustCham's discretion and will not incur an additional fee.
5. AustCham reserves the right to repeat an advertisement if new instructions are not received before the material deadline.

AUTHORISED SIGNATURE: _____

DATE: _____

Email signed & completed form to: advertising@ustcham.com.hk

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Website: www.austcham.com.hk